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Food Distribution Administration
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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 18

Supplement A

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Urgent Requests for Critical Materials

When requests of an urgent nature are received, in this Branch, regarding critical material in the production of foodstuffs they shall be directed to the Program Development Division for Handling as follows:

1. A memorandum shall be prepared to the Secretary of Agriculture from the Director of Food Distribution Administration. This memorandum is to be a brief but comprehensive general description of the emergencies involved and shall be prepared in an original, one salmon, one yellow, one green and four white copies. Provision for signature and approval shall be made as indicated:

Chairman
Critical Materials Committee

Approved:

Secretary of Agriculture

2. The same number and type of copies shall be prepared of a list indicating the critical materials required and a detailed justification of their use.
3. One white copy of each of the above is to be retained in the Program Development Division. All other copies shall be forwarded, by memorandum to Mr. J. B. Wyckoff, Material Control Officer for Food Distribution Administration.

